

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
October 30, 2013

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, October 30, 2013** in the James R. Thompson Center, 100 West Randolph Street, 11-722A and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson, called the meeting to order at 2:00 p.m.

ROLL CALL

Board members present (3):

Springfield: Dave Boots, absent
 Joe Small, absent
 Pam Blackorby, present

Chicago: Karla Schreiber, present
 Sam Dorger, present

Other staff: Rocco LaSalvia, Acting State Purchasing Officer
 Eileen Baumstark-Pratt, Board Secretary
 Iris Delgado, Purchasing Supervisor
 Emily Vivian, Land Acquisition

Approval of minutes from the meeting held on September 18, 2013

The Chair asked the Board to review and approve minutes from the September 18, 2013 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting. Sam Dorger moved, Pam Blackorby, seconded the motion and by unanimous vote, the minutes from the meeting held on September 18, 2013 were approved.

The motion carried on the following voice vote:

Yeas: Pam Blackorby, Sam Dorger and Karla Schreiber

New Business:

FY14 Purchase of Equipment/Services Police Lights and Radio Removal /Installation in Investigator Vehicles

The Division of Investigations requested that Office Services secure quotes from downstate vendors that could remove police lights and radios from high mileage vehicles that are being removed from service; and re-install the equipment in vehicles that were reassigned from the office pool of vehicles. Rocco LaSalvia explained that we must purchase police lights, sirens, etc. and reinstall police radios in each of the 2013 Chevrolet Impalas that have been assigned to the downstate Investigators. There are a total of seven (7) vehicles involved with this request.

Office Services worked with Chief O'Connell and his staff to identify the requirements and contact was made with three (3) vendors: Whiteside Communications, I/E Communications, Inc., and Wireless USA. The office received two (2) responses from I/E Communications, Inc. and Whiteside Communications, the vendor who submitted the lowest price quote.

Office Services will execute a Purchase Order with Whiteside Communications, Inc. in the amount of \$8,389.00.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY14 Purchase of Various Lexmark Toner Cartridges

The Chief Technology Officer submitted a request to secure a vendor to supply various Lexmark network printer toner cartridges for the remainder of Fiscal Year 2014 and Fiscal Year 2015. Office Services posted an IFB on the Illinois Procurement Bulletin outlining the various types of toner needed and the anticipated quantities for the contract term.

The office received twelve (12) responses from the following vendors: CDS Office Systems, Inc., Rasix Computer Center, Inc., Ribbons Express, Inc., Tallgrass Systems, Ltd., The Tree House, Inc., Toshiba Business Solutions, Inc., Computer Networking, Inc., ABC Laserjet, Inc., OM Office Supply Inc., OfficeMax, Inc., Laserlink International, Inc., and Warehouse Direct, Inc.

Information Technology and Office Services reviewed all responses. Office Services will secure a contract with Rasix Computer Center, Inc., the vendor that submitted the lowest overall two-year cost. The total anticipated cost over the contract term is: \$75,520.68.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY14 Purchase of Color Copiers

Office Services is seeking to purchase three (3) color copiers to replace existing color copiers that have either reached or exceeded the projected life expectancy.

Office Services posted an IFB outlining the minimum specifications on the Illinois Procurement Bulletin and seven (7) responses were received from the following vendors: CDS Office Technologies, Ricoh USA, Warehouse Direct Workplace Solutions, Xerox Corporation, RK Dixon and Imagetec L.P.

Office Services will secure a contract with CDS Office Technologies, the vendor that submitted the lowest cost. The initial purchase price for three (3) copiers is: \$32,397.00. The anticipated maintenance cost for the remainder of this fiscal year is: \$9,247.50. The total anticipated contract expenditure for FY2014 is: \$41,644.50.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY14 Purchase of Supplemental Sources for General Office Supplies

Office Services is seeking funding for general office supplies statewide from sources other than the CMS Master contract awarded to P D Morrison Enterprises Inc. for the remainder of Fiscal Year 2014. Office Services Posted an IFB on the Illinois Procurement Bulletin in order to determine if more competitive pricing was available. Office Services receive three (3) responses from Atlas Stationers, Garvey Office Products and Warehouse Direct, Inc. A review was conducted and Office Services identified which source is less expensive for each respective item posted.

Office Services will execute a contract with Atlas Stationers in the amount of \$27,100.00 and Purchase Orders for Warehouse Direct, Inc., in the amount of \$7,500.00 and Garvey Office Products in the amount of \$2,500.00.

Public Comment:

No public comment

Adjournment:

There being no further business to come before the PPCMB Board, Sam Dorger moved, and Pam Blackorby seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Pam Blackorby, Sam Dorger and Karla Schreiber

The meeting adjourned at 2:08 p.m.